

C O U N C I L C O M M U N I C A T I O N

TO : THE CITY COUNCIL
FROM: THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE
May 3, 1989

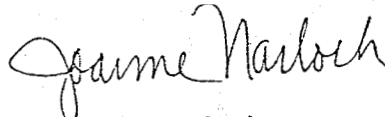
SUBJECT: APPROVE REVISED CLASS SPECIFICATIONS FOR POLICE CAPTAIN

PREPARED BY: Personnel Director

RECOMMENDED ACTION: That the City Council approve the revised class
specifications for Police Captain.

BACKGROUND INFORMATION: After the recent completion of the job analysis, the
classification specifications have been revised to
more accurately reflect the experience and education
level, duties, knowledges, and skills necessary for
this classification. A copy of the revised class
specifications is attached (Exhibit A). Also
attached for comparison is a copy of the current
class specifications (Exhibit B).

Respectfully submitted,



Joanne Narloch
Personnel Director

JN:km

Attachments

May 3, 1989

EXHIBIT A

POLICE CAPTAIN

DEFINITION:

Under administrative direction, to plan, organize, and *direct* the work of a division of the Police Department; provides responsible and technical assistance to the Police Chief; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification has division level responsibility for the administration of a functional area of the Police Department such as patrol, investigations, or services.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Police Chief.

Exercises direct or general supervision over subordinate sworn and non-sworn personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Plans, organizes, coordinates, administers, directs and evaluates the work of a division of the Police Department.

Develops and implements goals, objectives, policies, procedures and work standards for the division.

Prepares or directs the preparation of a variety of studies and reports related to current issues and long-range City needs, and develops specific proposals to meet them.

Plans, delegates and oversees execution of division programs and activities, including preparing and administering the division budget.

Directs the selection, supervision and work evaluation of division staff and provides for their training and development.

Works closely with public and private groups and individuals to explain or coordinate proposed programs; responds to citizen concerns or inquiries regarding police services.

Investigates complaints pertaining to division activities and personnel.

Coordinates work of the division with that of other divisions and City departments, outside agencies or citizen groups.

Interprets departmental and city policies and procedures to staff; provides technical assistance to staff; ensures compliance of division activities to pertinent codes, regulations and guidelines,

Monitors developments related to division activities, evaluates their impact and implements policy and procedure improvements.

Directs the preparation of or prepares and maintains written reports, records and correspondence.

May serve as the Police Chief on a relief basis.

QUALIFICATIONS:

Knowledge of:

Jail and operations standards.

Management principles and methods including the development of goals and objectives, supervision, and program development.

Principles and practices of budget development and administration.

Principles, practices, methods and equipment used in law enforcement including patrol, enforcement, custody, crime investigation and crime prevention.

Criminal law, codes, ordinances and court interpretations including right of citizens, apprehension, arrest, search and seizure, and rules of evidence.

Skill to:

Plan, direct, organize and evaluate a major division.

Analyze administrative and complex law enforcement and operations problems, develop sound alternatives, and adopt effective courses of action.

Develop and implement goals, objectives, policies, procedures, and work standards.

Establish and maintain effective working relationships with staff, other agencies and the general public,

Exercise independent judgement within general policy guidelines.

Communicate effectively, both orally and in writing.

Education:

Equivalent to completion of an *Associate of Arts* degree with major course work in criminology, law enforcement, public administration or closely related field.

Experience:

Three years of experience at the rank of Police Sergeant or above.

JOBSPEC3/TXTA.04P

April 26, 1989

POLICE CAPTAIN

EXHIBIT B

DEFINITION

. Under direction, to plan and direct the **work** of a division of the police department; to create and supervise in-service training programs; when assigned, assumes responsibility for the department in the absence of the Chief of Police; and related work as required.

EXAMPLES OF DUTIES

Assumes charge of the personnel, activities and equipment of a specified division of the department; is responsible for proper supervision and coordination of assigned division; assists in the formulation and **revision** of general orders on policy and procedure; analyzes operations and assignments of subordinate personnel; prepares departmental work and vacation schedules; assists in preparation of annual budget estimate and periodic reports; initiates correspondence and prepares special reports; inspects and appraises work of subordinates; assists in **case** investigation and court presentations; investigates complaints regarding conduct of subordinate police personnel.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONSKnowledge of:

Patrol and beat deployment;
Criminal **law**, investigation, interrogation and crime prevention methods;
Laws relating to apprehension, arrest and custody;
Rules of evidence pertaining to **search** and seizure;
Methods of relating to the collection, preservation, and presentation of physical evidence;
Courtroom procedure and testimony;
Principles of police science, administration and organization;
Traffic control;
Juvenile control;

and

Ability to:

Analyze problems and recommend effective solutions;
Write clear and comprehensive reports;
Establish **and** maintain cooperative working relationships with public officials, departmental employees and the general public;

DESIRABLE QUALIFICATIONS

and

Education: Equivalent to completion of the twelfth grade.

and

Experience: Six (6) years of increasingly responsible experience, at least three (3) of which must have been in a police supervisory capacity.

The intent of this listing of "Examples of Duties" is to describe the principal functions of the job. The description shall **not**, however, be construed as a complete listing of **all** miscellaneous, incidental or substantially similar duties which may be assigned during normal operations.

RESOLUTION NO. 89-50

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REVISION OF THE CLASS SPECIFICATIONS
FOR POLICE CAPTAIN

RESOLVED, that the City Council of the City of Lodi does hereby approve the revision of class specifications for Police Captain, as shown on Exhibit A attached hereto and thereby made a part hereof.

Dated: May 3, 1983

I hereby certify that Resolution No. 89-50 was passed, and adopted by the City Council of the City of Lodi in a regular meeting held May 3, 1989 by the following vote:

Ryes : Council Members - Hinchman, Olson, Reid and Snider (Mayor)

Noes : Council Members - None

Absent: Council Members - Pinkerton

Alice M. Reimche
Alice M. Reimche
City Clerk